

Town of Pepperell
Goals and Objectives Form
March, 2010

Fiscal Year 2011 brings challenges and it continues to require the need to plan for effective services.

Please complete this form during the month of March, and review with your respective boards by April 15 to allow for publication prior to Annual Town Meeting, May 3, 2010.

Department: Assessors

One document for each set of Goals & Objectives

GOAL: (One sentence)

Increase access to public information from the Assessing Office via the internet

OBJECTIVE: (One to three sentences)

Provide pertinent field card information via the internet for public access.

Tasks or Activities (List two-three pertinent projects, with time lines).

(2 weeks)

- 1) Extract data from appraisal database
- 2) Modify data extracted to remove owner and other sensitive information
- 3) Convert data to format where internet users can access
- 4) Work with Web Master to make data available on internet

OBJECTIVE: (One to three sentences)

Provide tax map information via the internet for public access

Tasks or Activities (List two-three pertinent projects, with time lines).

(3 – 4 weeks)

- 1) Research/identify best format for tax maps to maintain readability while minimizing file size
- 2) Convert tax map data to determined format
- 3) Work with Web Master to make map data available on internet

OBJECTIVE: (One to three sentences)

Review current Assessor's Office web site to make available the most current forms for the public to request information

Tasks or Activities (List two-three pertinent projects, with time lines).

(1 week)

- 1) Identify forms that are appropriate to be available online
- 2) Convert forms to appropriate formats for accessibility
- 3) Work with Web master to make this information available online

Town of Pepperell
Goals and Objectives Form
March, 2010

Fiscal Year 2011 brings challenges and it continues to require the need to plan for effective services.

Please complete this form during the month of March, and review with your respective boards by April 15 to allow for publication prior to Annual Town Meeting, May 3, 2010.

Department: Assessors

One document for each set of Goals & Objectives

GOAL: (One sentence)

Improve efficiency of information flow through Assessor's office with other departments

OBJECTIVE: (One to three sentences)

Identify activities where information from/to other departments is not easily available due to differences in the way data is indexed and/or accessed.

Tasks or Activities (List two-three pertinent projects, with time lines).

(2 weeks)

- 1) Review areas where information that is needed by the assessors office is not easily processed
- 2) Review areas where information that is needed from the assessors office is not easily processed

OBJECTIVE: (One to three sentences)

Identify 'keys' to which the identified departments should develop/use to be able to communicate information more efficiently (electronically).

Tasks or Activities (List two-three pertinent projects, with time lines).

(1 month)

- 1) Work with other departments to find out how they collect and use information needed by the Assessor's Office
- 2) Work with other departments to find out how they use information from the Assessor's Office
- 3) Determine 'key' that can be used to make data sharing easier.

GOAL: (One sentence)

Create a master address system with other town departments

OBJECTIVE: (One to three sentences)

Implement street numbering by-law enacted October, 2009 STM

Tasks or Activities (List two-three pertinent projects, with time lines).

9 months to one year)

- 1) Work/meet with other departments to identify those properties (generally on private drives) that have un-clear street addresses
- 2) Develop methodology, with other departments, to correct these situations
- 3) Communicate to property owners findings from 1) and 2) above.